

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

FROM : Acting Chief, Orientation & Briefing Division

SUBJECT: Report for Week 7-13 August 1952

DATE: 14 August 1952

1. [] contacted us to register our views on a proposal that he plans to submit to the Career Service Committee: namely, that Agency Honor Awards be presented by the DCI at future Orientation Courses, beginning with the next one to be held in November. The presentation could be made in about ten minutes, according to [] and he wanted to know if it could fit into our Orientation program. He was told that it could and, after consultation with the Director of Training, he was told that it would.

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2. On Wednesday, 20 August, the Office of Procurement and Supply will sponsor a talk on "Procurement Planning." This will be the second in the new series of biweekly presentations. Mr. Garrison has been offered any aid which the Orientation & Briefing Division might be able to render in the preparation of his forthcoming presentation. Mr. Garrison plans to speak himself for the first fifteen minutes and then to have [] speak for the next fifteen minutes, after which there will be a question period.

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3. After checking with [] of Organization & Methods, details were worked out for bringing the organization chart in the Orientations Room up to date so as to reflect the new organizational changes under DDP and DCI.

4. On Monday, 11 August, we were glad to comply with the request of [] to []'s office to help him out in an emergency situation in which he found himself without a secretary.

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5. A number of discussions have been held with [] [], head of the [] section of OCI's Western Branch, relative to developing a series of indications revolving around a possible crisis situation in []. This would serve as the hypothetical case to be discussed on the projected National Intelligence Cycle panel. [] welcomed this opportunity

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to be of service to us. He also found the opportunity fruitful for his staff. As a result of their thinking on this subject, they became aware of a lot of unanswered questions in their own minds; they then sent a cable to [] requesting the answers to a detailed list of questions about the contemporary situation in []

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Acting Chief
Orientation and Briefing Division

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